

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. An Equipment Service Request form. A copy of the form shall be placed on the vehicle's dashboard and another copy shall be promptly forwarded to CDC for repair.

702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable. An Equipment Service Request form shall be promptly completed and forwarded to CDC for repair. A Property Damage form shall be filled out and forwarded to PD Human Resources to document repairs. The Property Damage form is used by City Fleet and Risk Management to assess the required repair and to document potential future insurance claims.

702.2.2 SEVERE USE

Vehicles operated under severe-use conditions, including operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties. The items are listed in the subsections below.

702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- (20) Emergency road flares
- (2) Sticks yellow crayon or chalk
- (1) Roll of red and one (1) roll of yellow Crime Scene Barricade Tape
- (1) First Aid Kit

Santa Ana Police Department

Santa Ana PD Policy Manual

Vehicle Maintenance

- (1) Blanket
- (1) Blood-borne pathogen protective gloves
- (1) Traffic Safety Vest
- (1) Narcan Kit

702.3.2 UNMARKED VEHICLES

An employee driving unmarked department vehicles shall ensure that the minimum following equipment is present in the vehicle:

- (20) Emergency road flares
- (1) Roll of Red and one (1) roll of yellow Crime Scene Barricade Tape
- (1) First aid kit, CPR mask
- (1) Blanket
- (1) Blood-borne pathogen protective gloves

702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

702.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from a dispatcher before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the disposal of this materials.

702.6 PROFESSIONAL STAFF EMPLOYEE USE

Professional Staff employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Professional Staff employees shall also prominently display the "out of service" placards or lightbar covers at all times. Professional Staff employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.